



# 2023 ACEware Regional Meetings Lehigh Career and Technical Institute May 23- 24, 2023

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## Meeting Location Information

Lehigh Career and Technical Institute  
4500 Education Park Dr.  
Schnecksville, PA 18078

We will be meeting in the Restaurant, which is located in E Wing (Map Attached)

Parking will be in Lot 4

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## Tentative Agenda

### Day 1

- 8:30 AM Check in & Continental Breakfast
- 9:00 AM Welcome! What's New in 2023
- 10:00 AM What You Need to Know About Preferences
- 11:00 AM Managing Users
- 12:00 PM Lunch & Networking
- 1:00 PM Registration Tips
- 2:00 PM Payment Tips
- 3:00 PM Break
- 3:15 PM Data In & Data Out- Import and Export Tools
- 4:15 PM Wrap Up – Final Q and A
- 4:30 PM Dinner On Own

### Day 2

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- 8:30 AM Continental Breakfast
- 9:00 AM Keeping Your Data Healthy
- 10: 30 AM Break
- 10:45 AM Staff Web Access
- 12:00 PM Lunch & Networking
- 1:00 PM Tips for Opening Registration
- 2:00 PM Email Templates
- 3:00 PM Break
- 3:15 PM Introducing the ACEware Cloud Environment
- 4:15 PM Wrap Up – Final Q and A



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### **\*Menus**

We are excited to partner with Lehigh Career and Technical Institute's [Culinary Arts](#) program to provide meals and breaks for this regional meeting location! The menu will be shared when available.

\*Please indicate any dietary requirements at time of registration\*

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### **Lehigh Partner Hotels**

If you plan to travel and spend the night, LCTI has shared the following partner hotels. Each hotel provides a special rate for guests of LCTI.

Hampton Inn, 610-391-1500, 7471 Keebler Way, Allentown, PA 18106

Mention Lehigh Career & Technical Institute to receive the \$89.00/night rate.

Holiday Inn, 610-391-1000, 7736 Adrienne Drive, Breinigsville, PA 18001

Rate \$109/night.

(Both hotels are approximately 10 miles from the LCTI campus)